



MICHIGAN HISTORY CENTER INTERNSHIP DESCRIPTION

INTERNSHIP TITLE: Archives Graduate Intern

START DATE: May 11, 2020

END DATE: August 7, 2020

NUMBER OF INTERNS NEEDED: 2

EXPECTED SCHEDULE: Flexible, 180 or 360 hours over 13 weeks

WORK LOCATION: Michigan History Center (Lansing)

INTERN WILL REPORT TO: Jill Arnold, Digital Engagement Archivist

JOB DESCRIPTION: Archives Graduate Interns will process project files in William Kessler Collection (a prominent Michigan architect) and work to create inventories of electronic media and files in the Minoru Yamasaki Associates Collection (Architects of the World Trade Center). In addition to architectural records, interns will assist the Local Government Archivist in making site visits and assessments around the state and developing inventories of accessioned material from city, township, and county governments. The program will encompass arranging and describing for both paper and electronic records in order to make them more readily available to researchers.

The internship is intended to give current graduate students in an archives or library and information program, an opportunity to apply their skills and knowledge in a government archives setting.

CANDIDATE REQUIREMENTS: Qualified candidates must be enrolled in a Masters of Library Science or equivalent program and be able to lift 40 pounds.

INTERNSHIP IS: Paid; 180 hour internships - \$750 stipend/tuition waiver. 360 hour internships - \$1,500 stipend/tuition waiver.

INTERNSHIP IS OPEN TO: Graduate students in a Masters of Library Science or equivalent program with archives coursework.